

**JOINT SBMA-CDC MEMORANDUM
ORDER NO. 01 - 2008**

TO: SBMA and CDC Registered Locators and Enterprises

SUBJECT: Implementation of the Electronic Transit Admission Permit System (e-TAPS)

DATE: 15 October 2008

BOC-CDC-SBMA Joint Memorandum Order (JMO) entitled "Automated Transit and Admission Declaration of Cargo for BOC, CDC and SBMA" dated August 21, 2008 is hereby implemented to cover application for Admission Permit by Freeport Zone locators and enterprises for cargo directly discharged at the Subic and Clark Freeports and for transit cargo discharged at the Ninoy Aquino International Airport (NAIA), Port of Manila (POM) and Manila International Container Port (MICP) and cleared through the Customs-Freeport Zone Office (CFZO) for final delivery to the Freeport.

The **Automated Transit Admission Permit system (e-TAPS)** is intended to simplify procedures and accelerate approval cycle time in the processing of applications for tax and duty-free importations of locators and enterprises. The e-TAPS will enable the locators and enterprises to electronically lodge their Admission Permit applications, pay the required fees through electronic modes of payments and print system-generated electronic Transit Admission Permit (e-TAP).

The step-by-step activity/procedure for the processing and approval of the e-TAP application is presented in **Annex A** and shall be subject to the following rules and conditions:

1. Locators and enterprises which are entitled to avail of the tax and duty-free importation privilege shall register with the concerned Freeport Zone Authority (CDC/SBMA) by providing, among others, the following information:
 - a) Company official of managerial rank/position, who will be responsible for e-TAP transactions, with contact information;
 - b) Nominated custom broker(s) or representative(s) authorized to arrange the transactions, if any, provided it is understood that the locator or enterprise shall be fully responsible for all e-TAP transactions, including those undertaken by its authorized broker(s)/forwarders;

- c) Preferred electronic mode(s) of payment of the e-TAPS Processing Fee for e-TAP applications; and
- d) Other information as may be required for participation in the implementation of the e-TAPS.

The pro-forma application letter is presented as **Annex B**.

2. Locators and enterprises shall subscribe to Value-Added Service Providers (VASPs) accredited by BOC, CDC and SBMA to assist locators and enterprises in the implementation of the e-TAPS, namely:
 - E-Konek Pilipinas, Inc. (E-Konek)
 - InterCommerce Network Services, Inc. (INS)
3. Locators and enterprises shall submit to the Freeport Zone Authority soft copies (MS Excel Format) and hard copies of their Lists of Importables. The Lists of Importables shall include the specific item description (including item codes, as applicable) and the corresponding 11-digit HS code of each item, based on the 2007 ASEAN Harmonized Tariff Nomenclature (AHTN) as published by the Philippine Tariff Commission and subsequent amendments thereto.

The format of the List of Importables is presented in **Annex C**.

4. Hazardous chemicals, explosives, telecommunication equipment and other items required by locators and enterprises, which are covered by import permits/clearances by other government agencies (e.g. DENR-EMB, PNP, PDEA, NTC etc.), shall be included in the Lists of Importables. Issuance of the e-TAP for such items shall, however, be subject to the submission of said import permits/clearances from concerned government agencies.

The Freeport Zone Authority shall review and upload the approved Lists of Importables to the e-TAPS database within five (5) days from receipt of the lists.

5. Locators shall apply for new or additional items to be included in their List of Importables online via the VASP system by submitting the specific item description and corresponding HS Codes. Applications for additional items shall be acted upon within 3 working days from submission.
6. Locators and enterprises shall be responsible for the following:
 - a. Accuracy of the specific item descriptions (including item codes, as applicable) and corresponding HS Codes in their Lists of Importables;

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- b. Ensuring security of their User Code/Password;
 - c. Monitoring of e-TAP applications filed by their authorized customs brokers or representatives;
 - d. Immediately advising the Freeport Zone authority of any unauthorized e-TAP transactions; and
 - e. Presenting transit goods and documents to Freeport Zone Authority upon arrival at the Freeport Zone.
7. VASPs and accredited banks are authorized to collect e-TAP service fees from locators and enterprises based on market driven rates.
8. Effective **December 1, 2008**, CDC and SBMA shall no longer allow filing of manual Import/Admission Permits for all cargo.

For clarifications and assistance, please contact:

Clark Development Corporation (CDC)
Tel: +63 45 599 9000 loc. 623 or 621
Email: e-TAPS@clark.com.ph

Subic Bay Metropolitan Authority (SBMA)
Tel: +63 47 252 2000
Email: webteam@sbma.com

For strict compliance of all concerned.


BENIGNO N. RICAFORT
President and CEO
Clark Development Corporation
(CDC)


ARMAND C. ARREZA
Administrator and CEO
Subic Bay Metropolitan Authority
(SBMA)

ANNEX A

ACTIVITY	Responsibility Entity
STEP 1. Preparation, Review and Uploading of List of Importables 1.1 Accomplish the e-TAPS Registration Form 1.2 Prepare list according to format and submit to Freeport Zone Authority for approval and uploading into the e-TAPS 1.3 Upload the online approved list into the VASP system and the Freeport data server	1.1 Enterprise 1.2 Enterprise 1.3 Freeport/VASP
STEP 2. Subscription with VASPs¹ 2.1 Comply with VASP subscription requirements 2.2 Nominate authorized users	2.1 Enterprise 2.2 Enterprise
STEP 3. Enrollment for Payment of Freeport Fees 3.1 E-bank mode: open Account with authorized Banks 3.2 Advance Payment mode: make advance payment to the Freeport Zone Office, then Zone Officer encodes O.R. No. and amount paid. System debits actual fees for every application 3.3 Cash mode: pay to Zone per I/A Permit. Application then Zone Officer encodes O.R. No. and amount paid	3.1 Enterprise, Banks, VASP 3.2 Enterprise, Freeport Zone Office 3.3 Enterprise, Freeport Zone Office
STEP 4. Electronic filing of e-TAP 4.1 Authorized representative files application using VASP solution and services 4.2 Screening and approval process: a. Authorized user ID and Password? b. Locator is e-TAP registered enterprise? c. Approved importable item? - Validation of item descriptions and corresponding HS codes as against List of Importables	4.1 Enterprise representative 4.2 VASP System (and e-Bank as applicable)

¹The Freeport Accredited Value Added Solution Providers (VASPs) are as follows:

1. E-konek Pilipinas Inc. (Ekonek)

<http://www.ekonek.com>

Telephones 1-800-108EKONEK, 02 879 4207, 02 382 4865,

Fax: 02 879 8310

Ms. Thelma Sotto, tsotto@ekonek.com

Mr. Jowie Pilac, jpilac@ekonek.com

Ms. Sandy Saguin, ssasruin@ekonek.com

2. Intercommerce Network Services Inc. (INS)

<http://www.intercommerce.com.ph> or Telephone 843-81-55

Mr. Francis Lopez, flopez@intercommerce.com.ph

Ms Allen Santos, asantos@intercommerce.com.ph

Ms. Kristine Bona, kbona@intercommerce.com.ph

ACTIVITY	Responsibility Entity
<ul style="list-style-type: none"> - Validation of specific item subject to quantitative restriction or duration/validity of approval of importable item - Items subject to import clearance/permit from other government agencies? d. e-TAP fee payment collected, confirmed? e. System approval if e-TAP application complies with e-TAP conditions? <p>4.3 Submission of import clearance/permit from other government agencies and manual approval of e-TAP</p> <p>4.4 Print approved e-TAP with the required system-generated barcode (with corresponding reference number); Approved e-TAP is valid for 15 days</p>	<p>4.3 Enterprise Representative</p> <p>4.4 Enterprise Representative</p>
<p>STEP 5. Release of Goods at Port of Discharge</p> <p>5.1 File system generated e-TAP print out together with support documents (the same as in the manual process)</p> <p>5.2 Validate the printed e-TAP by scanning of the barcode and comparing the particulars in the printed e-TAP presented against the particulars of the e-TAP displayed in the computer monitor. (Scanning of the barcode in the e-TAP automatically tags the e-IP as used)</p> <p>5.3 Process e-TAP</p> <p>5.4 Issue Authority to Withdraw, endorse release at the gate</p>	<p>5.1 Enterprise representative</p> <p>5.2 BOC</p> <p>5.3 BOC</p> <p>5.4 BOC</p>
<p>STEP 6. Delivery of the Goods to the Zone</p> <p>6.1 Confirm actual arrival at Freeport Zone Gate by scanning of the barcode of the e-TAP, subject to inspection of goods, by Freeport and BOC as may be necessary</p>	<p>6.1 Freeport Zone Office / BOC</p>

NOTES:

1. For subsequent filing of e-TAP - go through Steps 4,5,6
2. For amendments on the approved list of importables - go through Step 1.2 until 1.3
3. For system/network trouble or failure to connect - call the VASP, inform Freeport Zone Office
4. For continued system failures within 30 minutes or beyond the committed time by the VASP to resume service - Enterprise should proceed with the Manual System

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PRO-FORMA APPLICATION LETTER

Date

[ARMAND C. ARREZA / BENIGNO RICAFORT]
[Administrator and CEO / President and CEO]
[SBMA/CDC]
Address

Dear _____:

This is to submit our application for registration in the e-TAP system. The list of importable items, in soft and hard copies, duly certified by our Company's Manager for _____, Mr/Ms. _____ is enclosed and hereby endorsed for your review. The other details are as follows:

- A. Responsible Officer/s: _____
(Name, position and contact numbers: email, telephone landline and telephone)
- B. Preferred Value Added Solution Provider : _____
- C. Preferred Date of e-TAP Activation : _____
- D. A copy of our enrollment form with the VASP is enclosed
- E. Authorized Brokers/Forwarders: _____
(Locator may authorize more than one Broker; indicate the validity date of Broker's accreditation with Freeport; for each authorized Broker staff, indicate name, position, contact numbers through email, telephone landline and cellphone)
- F. Modes of payment for Freeport E-TAP Fees (give details if cash per transaction or advance payment or name of Bank for e-pay, please don't give Bank Account number)

We confirm that we have read the guidelines for the e-TAP system as per Freeport Memo Order No. ___ dated _____ and that we are accountable for the designation of authorized users on our behalf, the list of importables, monitoring of e-TAP applications until delivery of the import shipment at and compliance with clearances required by other government agencies. We certify that goods imported through the e-TAP shall be used only for our Freeport-registered activities.

Thank you.

Very truly yours,

[President and CEO]
[Freeport Locator]

FORMAT OF LIST OF IMPORTABLES

Registered Locator/Enterprise: _____
 Certificate of Registration No.: _____
 Submitted by: (Name and Position): _____
 Date Submitted: _____

List of Registered Activities:

Original Registration Agreement	Date Approved:	Activities
Supplemental	Date Approved:	Activities
Supplemental	Date Approved:	Activities

Required data (in MS Excel format)

1. Item/Goods Description - as indicated in the invoices, purchase orders
2. HS Code 11 digit HS Code, ASEAN Harmonized Tariff Nomenclature

Optional data as may be required by VASP (in MS Excel Format)

1. Supplier Name
2. Supplier Code
3. Item Code or part number - as indicated in Purchase Orders, delivery/advance shipping notice, delivery confirmation and invoice
4. Commodity Code
5. Commodity Description
6. Pre-Alert Description

Required Broker Certification

This is to certify that we have classified the import items listed herewith into the appropriate HS Code Tariff Classification pursuant to the latest ASEAN Harmonized Tariff Nomenclature (AHTN).

Name of Customs Broker and Signature: _____
 BOC Accreditation Number: _____
 Date: _____

CERTIFIED TRUE COPY

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